



*United States Army Dental Command*

# **CIVILIAN HUMAN RESOURCES UPDATE**

July 2009

## ***USE OR LOSE LEAVE***

Most employees may carry over 240 hours into the next leave year. "Use or lose" leave is the amount of accrued annual leave in excess of the employee's maximum limitation. Employees must "use" their excess leave by the end of a leave year or they will "lose" it. Agencies may restore forfeited annual leave due to an exigency of the public business or sickness if it was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year (November 21, 2009). For additional information visit:

[www.opm.gov/oca/leave/html/Leaveyeardates.asp](http://www.opm.gov/oca/leave/html/Leaveyeardates.asp).

## ***LONG TERM CARE BENEFIT CHANGES***

The Office of Personnel Management has signed a contract with the John Hancock Life for the Federal Long Term Care Insurance Program's second 7-year contract term. The contract includes increased home health care reimbursement, new benefit periods, higher daily benefit amounts, and increased payment limits on care provided by family members. There is no premium increase for enrollees with Future Purchase Option. Premiums for enrollees with automatic compound inflation (ACI) protection will rise between 5 and 25 percent. This rate is expected to remain fixed through 2016. For additional information visit:

[www.opm.gov/insure/ltc](http://www.opm.gov/insure/ltc).

## ***COMPENSATORY TIME FOR TRAVEL***

Federal Workforce Flexibility Act of 2004 authorizes compensatory time off for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable. To qualify the travel must be for work purposes and must be approved by an authorized agency official. An employee receives compensatory time off for time spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel. For additional information visit: <http://www.opm.gov/oca/compmemo/2005/2005-03.asp>.

## ***CANDIDATES SOUGHT FOR BAYLOR GRADUATE PROGRAM***

Applications are being accepted for the FY10 Baylor University Graduate Program in Health and Business Administration. The two-year program is open to GS-9/12 civilians (or equivalent) with less than 15 years of federal service. Individuals must also have a bachelors degree (minimum 2.9 GPA) and a GRE score of 1050 or GMAT score of 525. Salary and permanent change of station (PCS) cost to San Antonio, Texas will be centrally funded. Selected candidates must sign a mobility agreement. Interested candidates must submit undergraduate transcripts, GMAT/GRE score, a 500 word essay on "Why I Want to be a Healthcare Administrator" and copies of their last three performance appraisals to DENCOM Headquarters, attention John heath no later than 16 October 2009.